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21 AUG 1974

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for National Intelligence
Officers
Associate Deputy to the DCI for the
Intelligence Community

Gentlemen:

1. By this memorandum, I am calling a situation to your attention, soliciting your support for an idea we espouse, and also trying a new technique in a manner of doing business.

2. The subject is executive furnishings, generally defined as office furniture provided GS-15's and above. In FY 1974, the Agency spent approximately \$250,000 in providing executive furniture, \$200,000 of which came from the Office of Logistics budget and the additional \$50,000 was furnished by operating components. In this day and age, the total of \$250,000 strikes me as a great amount of money to upgrade furniture for officers, all of whom currently have to be assumed to have something acceptable to work at. This whole problem is exacerbated when we look at the FY 1975 budget; \$190,000 is allotted for executive furnishings, and almost \$90,000 is already obligated. Conversely, only \$40,000 has been allotted to upgrade office furniture for the total number of employees below the GS-15 level.

3. What I would propose for your consideration is as follows:

a. With very few exceptions, we declare a moratorium on providing any more executive furniture in FY 1975.

The exceptions would be found only in new units of organization, such as OPR and NIO, where the GS-15 and up positions are not currently filled.

b. Take the remaining \$100,000 which would then be freed up and use it for the benefit of the much greater number of employees. We would do this by starting a modest program of "office landscaping." This involves creating some "free-flow" space using attractive and modern half-partitions, planters, et cetera, on a color-coordinated schematic that would match new colored metal furniture with the other decor in the office.

4. I will be most appreciative of receipt of your comments.

John F. Blake
Deputy Director
for
Administration

cc: AO/DCI

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